



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Account Specialist

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision, performs skilled clerical accounting work of moderate difficulty in bookkeeping, data entry and quality control to ensure all payments and purchases are authorized, budgeted and processed according to prescribed guidelines, policies and procedures; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs bookkeeping functions in assigned area of Finance
- Verifies vouchers, demands, etc. of other Account Clerks.
- Assists Accounting Supervisor on special or research projects.
- Reviews and balances all assigned funds.
- Reviews source documents; codes and classifies information.
- Balances accounts payable accounts; prepares cash summaries and account reports.
- Audits and inputs invoices, packing slips, travel reimbursement claims, and contracts.
- Processes payments for purchases and purchased services.
- Checks accuracy of account codes and spot checks work of accounting clerks. Makes necessary corrections on codes.
- Dependent on position, may prepare payroll, track investments, provide information regarding home schooling, or respond to grant completion questions.
- Responds to requests for information.

Knowledge and Skills:

- Knowledge of bookkeeping principles, practices and methods and governmental fiscal coding systems and procedures.
- Knowledge of public fund accounting.
- Knowledge of automated accounting systems, including hardware and software, and data entry and verification procedures.
- Knowledge of research principles, practices and methods.
- Skill in operating common office equipment including computers and associated accounting and office software.
- Skill in rapidly calculating and verifying arithmetic computations.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

High School Diploma or G.E.D.; AND one year of college level courses in finance, accounting, business administration or related field; AND three years experience in financial support work such as bookkeeping or accounting clerk work; OR equivalent combination of education, training and experience.